Completing a Monthly Food Survey – Child Nutrition Programs



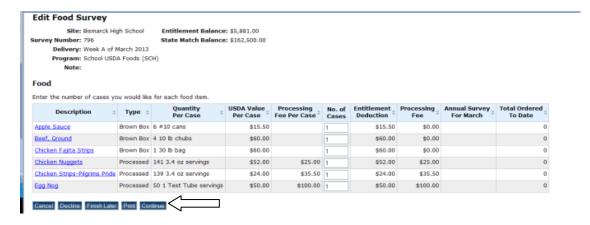
When a monthly food survey is available for completion, the user will get a notice in the Work Queue.



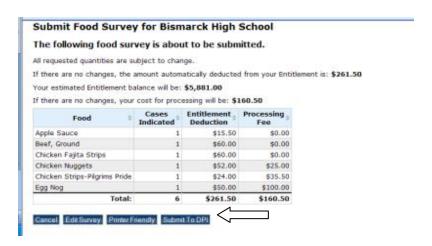
The user will see all surveys available for completion. Click on "Start" to begin the survey or "Decline" to decline the survey.

Food Surveys have three different statuses:

Not Started - the survey has not yet been started by the user Start - the user has started the food survey but has not submitted it Submitted - the user has submitted the food survey



Enter the quantities for each item desired and click "Continue". User may also decline the survey from this screen by clicking on "Decline" or finish the survey at a later date by clicking on "Finish Later".



Review the information before clicking "Submit to DPI". The user may also edit the survey by "Clicking on "Edit Survey" and return to the previous screen to make any necessary changes.



The system will display a confirmation that the survey has been submitted. Once the food survey is closed, it will become a customer order.